

Section 13.5 PARAMS MENU**Financial Data****Equipment/Equipment Rate**

Purpose	This section provides the procedures for a user to add, update or delete equipment data and equipment rates that are used in determining the cost of equipment when it is used.
Window Name	Equipment/Equipment Rate
Reminders	<ol style="list-style-type: none">1. The Equipment/Equipment Rate window is accessed through the <u>P</u>arams, <u>F</u>inancial Data, <u>E</u> - Equipment/Equipment Rate items on the menu bar.2. The Equipment/Equipment Rate window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select or New button clicked, the Detail button becomes active. The minimum selection criteria is Department. If the Select button was clicked, the data is displayed in the Selection List window. The user may then highlight the data to be updated and click on the Detail button to display the Detail Data and Equipment Rates windows. However, if there was only one selection in the Selection List window, the Detail Data and Equipment Rates windows are automatically displayed. If the New button was clicked, the Detail Data and Equipment Rates windows are displayed.3. Once the Detail Data and Equipment Rates windows are displayed, a user may add, update or delete data.
References	<i>No specific references</i>

Equipment/Equipment Rate

The following window is displayed when Params, Financial Data, E - Equipment/Equipment Rate is selected from the Menu bar. The steps are described on the following page.

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File Edit Options Functions Params Reports Window Help

Equipment/Equipment Rates

Selection Criteria

1 Department: 01 2 Agency: 01 3 As Of: 00/00/0000

4 Group No: 010001 5 Equipment No:

Select 6

Detail

Selection List 7

Dept	Agy	Group No	Equipment No	Start Date	End Date
01	01	010001	1060	10/28/1996	12/31/2222
01	01	010001	TEST 100	07/27/1999	12/31/2222

8

<=> New Delete Save Close

Ready

DCDS Input Procedures

Equipment/Equipment Rate (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. Note: When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agency	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.
3	As Of	Enter the date when the data being selected was in effect.
4	Group No.	Select or enter the Equipment Group number (i.e., trucks, cars etc.) from the dropdown list.
5	Equipment No.	Select or enter the Equipment Number from the dropdown list.
6	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window, if more than one item was found. However, if only one is found the Detail Data and Equipment Rates windows will automatically be displayed.
7	Selection List	Highlight the data to be updated and click the Detail button. The Detail Data and Equipment Rates windows will then be displayed.
8	New Button	Click on the New button, if adding equipment or rate information.

**indicates a required field that must be entered.*

Equipment/Equipment Rate (Selection List)

The following information is displayed:

Field Name	Description
Dept	The department using the selected equipment.
Agy	The agency using the selected equipment.
Group No	The Group number that identifies a group of equipment (i.e., trucks, cars etc.).
Equipment No	The Equipment Number assigned each piece of equipment.
Start Date	The date the current rate began.
End Date	The date the current rate expires.

Equipment/Equipment Rate

The following window is displayed when the **Detail** button is selected. The same window is displayed with blank fields when the **New** button is clicked. The steps are described on the following pages.

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File Edit Options Functions Params Reports Window Help

Equipment/Equipment Rates

Detail Data

Equipment No: 1060 Group No: 010001

Description: this is a test

Dept: 01 Unit Of Measure: COUNT Assigned Location: Lansing Owner Type: ☐ MTD Equipment

Agency: 01 Responsible Emp: bruno Actual Location: st john's

Start Date: 10/28/1996 End Date: 12/31/2222

Modified User Id: T_HRMND99 Modified Date: 07/27/1999 16:09

Equipments Rates

Unit Rate	Mileage Rate	Start Date	End Date	Modified User Id	Modified Date
234.00	4.00	10/28/1996	07/26/1999	T_HRMND99	07/27/1999
234.00	4.00	07/27/1999	12/31/2222	T_HRMND99	07/27/1999
.00	.00	00/00/0000	00/00/0000		

<= => New Delete Save Close

Ready

DCDS Input Procedures Equipment/Equipment Rate

Follow the steps below to add, update, or delete Equipment/Equipment Rate data.

Step	Field Name	Action
Add Equipment/Equipment Rates		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add new Equipment/Equipment Rate information.
Update Equipment/Equipment Rates		
	Detail Button	<p>Enter the required selection criteria and click the Select button. Highlight the equipment in the Selection List window to be updated.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update Equipment Rate information</p>
Delete Equipment/Equipment Rate		
	Delete Button	<p>Enter the required selection criteria and click the Select button. Highlight the equipment in the Selection List window to be deleted.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the Equipment/Equipment Rate information.</p> <p>Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the Equipment/Equipment Rate displayed in the Detail Data window.</p>

**indicates a required field that must be entered*

DCDS Input Procedures

Equipment/Equipment Rate

Step	Field Name	Action
Detail Data Window		
1	Equipment No*	Select the appropriate Equipment Number from the dropdown list or enter the equipment number, if adding new equipment or rate data. If updating information, this number will already be displayed.
2	Group No.	Select the appropriate Group Number from the dropdown list or enter the group number.
3	Description	Enter the equipment description.
4	Dept*	Select the appropriate department number from the dropdown list or enter the department number. Note: When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
5	Agency*	Select the appropriate agency number from the dropdown list or enter the agency number.
6	Unit of Measure*	Select the Unit of Measure from the dropdown list or enter the unit of measure. The Unit of Measure indicates the time frame used with the flat rate (i.e., hourly, daily, monthly, etc.)
7	Responsible Emp	Enter the name of the employee responsible for this piece of equipment.
8	Assigned/ Actual Location	Enter the assigned and actual location of the equipment.
9	Owner Type	If the equipment is owned by the Motor Transport Division, click on the MTD box. If State owned, leave blank.

**indicates a required field that must be entered*

DCDS Input Procedures

Equipment/Equipment Rate

Step	Field Name	Action
<i>Detail Data Window (continued)</i>		
10	Start Date	Enter the date the equipment was assigned.
11	End Date	Enter the date the equipment is no longer applicable.
12	Modified User ID/Date	Displays the User ID of the last person who made modifications and the date modifications were made.
<i>Equipment Rates Window</i>		
13	Unit Rate	Enter the Unit Rate charged for a specific time frame for the identified unit of measure.
14	Mileage Rate	Enter the rate charged per mile. This can be used in conjunction with Unit Rate.
15	Start Date	Enter the date the Unit Rate became applicable
16	End Date	Enter the date the Unit Rate will no longer be applicable.
17	Modified User ID/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.
18	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all the additions or changes made to the Equipment/Equipment Rate information.

**indicates a required field that must be entered*